



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

052

Date: November 27, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: GARDENER

Interested candidates are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **Gardener**

OPEN TO: **ALL INTERESTED CANDIDATES**

GRADE LEVEL: **FSN-02, FP-CC* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Full Time, 40 hours per week**

POSITION TYPE: **PERMANENT**

OFFICE LOCATION: **Facilities Maintenance Section**

OPENING DATE: **Immediate**

DEADLINE: **December 11, 2015 at 6 P.M. Kyiv Time**

**FP-CC is subject for confirmation with Washington.*

IMPORTANT NOTE:

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Provides a full range of gardening, landscaping, exterior cleaning, trash and snow removal services at the US Embassy owned and leased residential properties. Operates and maintains motorized equipment. Works under the direct supervision of the Deputy Maintenance Supervisor and Maintenance Supervisor.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

PRIOR WORK EXPERIENCE:

- 2 years of experience in landscape maintenance or gardening or growing/cultivating plants, trees or grounds custodial work is required.

LANGUAGE PROFICIENCY:

- Level I (rudimentary level) English is required.
Level III (good working knowledge) Ukrainian and/or Russian is required.

JOB KNOWLEDGE:

- Must be familiar with full range of local plants and landscaping techniques. Familiarity with international plantings and techniques as well as basic knowledge of mechanical equipment.

SKILLS AND ABILITIES:

- Must be physically fit and able to perform strenuous physical labor.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English or Ukrainian** and submit it to the Embassy Human Resources Office by **December 11, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: **521-5155**.

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Переклад основних посадових обов'язків українською мовою

НАЗВА ПОСАДИ: САДІВНИК

ГРАФІК РОБОТИ: 40 ГОДИН НА ТИЖДЕНЬ

ОСНОВНІ ПОСАДОВІ ОBOB'ЯЗКИ:

Працівник виконує ряд робіт з садівництва та озеленення, а також прибирання та очищення від снігу територій, що належать та орендуються посольством США. Використовує та обслуговує технічне обладнання. Працює під керівництвом начальника господарчого відділу та його заступника.

ВИМОГИ ДО КАНДИДАТА:

- Аттестат про середню освіту;
- 2 роки досвіду роботи з догляду за зеленими територіями, деревами та рослинам; садівництва; озеленення чи обслуговування прилеглих територій;
- Робочий рівень українською чи російською мови, початковий рівень володіння англійською;

НАВИЧКИ ТА ЗДІБНОСТІ:

Повинен бути знайомий з різноманітними рослинами свого регіону та володіти техніками створення ландшафту. Також є необхідними знання західних технік з озеленення та базові знання технічного обладнання.

ВИМОГИ ДО ПОДАЧІ ДОКУМЕНТІВ:

Всі кандидати на вакансію мають надіслати анкету на працевлаштування (форма DS-174) в Посольство США на електронну пошту: KyivHR@state.gov, або по факсу: 044-521-5155. Анкета має бути заповнена **українською або англійською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення англійською мовою можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. Кінцевий термін подачі анкет на вакансію **18:00 година 11 грудня, 2015 включно**.

Анкети, які будуть отримані після 18:00 години 11 грудня, 2015 розглядатися не будуть!